

APOLLO & Co

Summary of charges for the letting services

Type of Service	Fees Chargeable	
Straight Letting only	8 % of the annual rent for first introduction 5 % of the annual rent for subsequent renewals with the same tenants	Take instructions Accompany prospective tenants to viewings Liaise between tenants and landlord Obtain the necessary references and copies of the relevant documents Draw up the tenancy agreement together with inventory if required by either party. Take up readings of the utilities services (Gas & Electric) and advise the companies of the change of the tenancy Advise the local authority and the water company of the changes Hand over the documents and agreement together with the contact details of the tenants to the landlord Provide land lords details to the tenants.
Letting and rent collection only	10.00% of the annual rent. (8 % paid at the start of the tenancy agreement and 2% deducted every month from the rent collected.)	Take instructions Accompany prospective tenants to viewings Liaise between tenants and landlord Obtain the necessary references and copies of the relevant documents Draw up the tenancy agreement together with inventory if required by either party. Take up readings of the utilities services (Gas & Electric) and advise the companies of the change of the tenancy Advise the local authority and the water company of the changes Hand over the documents and agreement together with the contact details of the tenants to the landlord Provide landlords details to the tenants. Chase up the tenants for the rent every month. Collect the rent every month and pass it on to the landlord either in hand or direct to a nominated bank account.
Full letting and management service	15.0% of the annual rent (8 % paid at the start of the tenancy agreement and 7% deducted every month from the rent collected.)	Take instructions Accompany prospective tenants to viewings Liaise between tenants and landlord Obtain the necessary references and copies of the relevant documents Draw up the tenancy agreement and inventory if required by either party. Take up readings of the utilities services (Gas & Electric) and advise the companies of the change of the tenancy Advise the local authority and the water company of the changes Provide copies of the documents to the landlord and retain the original at the offices. Chase up the tenants for the rent every month. Collect the rent every month and pass it on to the landlord either in hand or direct to a nominated bank account. Take calls from the tenants for any reason and sort out any queries regarding the tenancy or the problems with the property. If faults are reported then visit the property and evaluate the works necessary. Instigate any minor works which can be carried out in house and obtain quotes from specialist contractors for other works. Take instructions from the landlord before works are carried out.

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Renewing or only preparing new tenancy agreements for persons who have found their own tenants	£35.00	Renew the tenancy agreement with the same tenants without obtaining new references or any correspondence to the utilities companies. Prepare tenancy agreements for clients who have found their own tenants and have taken their own references and documents
Replacement documents during the tenancy	£25.00 administration fees	Copies of documents requested due to loss during the tenancy
Cheques or payments not honoured by the bank	£25.00 administration fees plus the bank charges	
Works carried out on managed properties	Cost of works + 10% With minimum charge of £25.00	